

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 03/2016
OPENING DATE: 02/02/16
CLOSING DATE: 03/04/16
POSITION TITLE: Development Program Specialist (Development Outreach & Communications (DOC)), FSN-11
SALARY: KZT 7,109,667 p.a. (starting gross salary per year)
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/Central Asia (USAID/CA), Almaty, Kazakhstan

MAJOR DUTIES: Under the general supervision of the Supervisory Program Officer the incumbent is responsible for the Regional Mission's Communications Management and Strategic Planning, Publicity Materials, Media Relations and Public Events and Visitors: 1) leads and coordinates the development and drafting original and annual updates to the Mission Communications Strategy (MCS); 2) contributes to communications and outreach policies and procedures for Mission and Implementing Partners, including templates for various communication tools, standards for creating and finalizing DOC materials, and guidelines for planning and managing events; 3) provides technical-level guidance and supervision for the work of four regional DOC assistants; 4) ensures the MCS is implemented effectively - identifies objectives, messages, audiences, products, and budgets; in coordination with USAID senior staff and technical teams develops activities plans consistent with the Mission's Regional Development Coordination Strategy and the overall Communications Strategy for each Embassy; 5) plans and executes activities to present Mission programs to the public and to VIP visitors, coordinates with Technical and Country Office teams and Embassy sections, ensures trouble-shooting during VIP visits; 6) for project site visits or events involving high level USG officials ensures that all event information (e.g., scene setters, talking points, speeches, briefing materials) have been prepared, cleared, and meet quality standards and time requirements; 6) leads the design of public information products ensuring that Mission communication products contain appropriate and consistent messages and are of high-quality; 7) provides quality control on all print and electronic public information materials such as social media, organizational brochures and information packets, and briefing books; 8) is responsible for Mission media activities and liaising with U.S. Embassy Press Offices; 9) arranges and prepares for press interviews, press conferences, briefings, tours of activities, and interaction with host-country and American journalists; 10) tracks USAID activity milestones and events to ensure that appropriate press coverage is provided; 11) oversees and produces media materials (including news releases, backgrounders, and fact sheets) designed to inform editors and reporters of technical activities and their achievements; 12) maintains up-to-date photo and video database for USAID/Central Asia; 13) serves as editorial director of all published and social media materials in English, Russian and local languages, including information brochures, special publications, and posts to all USAID/Central Asia social media accounts, including Facebook, Twitter, Flickr, etc.; 14) travels to USAID activity sites throughout the region to interview beneficiaries and photograph and/or video activities for USAID social media and for news releases; 15) serves as Mission Point of Contact for Agency Branding Graphic Standards; 16) performs other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- **Education, Skills and Experience (60%):** Bachelor's (University) degree (or host country equivalent) or above in international development, journalism, public relations, communications, English, international relations, or related field. Minimum five years of progressively responsible professional experience in communications, public relations, or journalism, in an English-language work environment. Minimum three years of experience with an international development organization or private sector on project management with exposure to public relations and/or with media on issues related to public outreach. Expert-level knowledge of journalism and/or public relations as, particularly as it relates to the countries of Central Asia. Thorough knowledge of the principles, methods, practices, and techniques of communication, and skill in applying such knowledge to develop written information materials for dissemination through a variety of media. A nuanced understanding of the different media environments and an expert knowledge of the local/national/regional culture in countries of Central Asia, Pakistan, Afghanistan, India and Kyrgyz Republic and surrounding region. A thorough understanding of the development prospects, potential, priorities, and resources of these countries and a comprehensive detailed and broad knowledge base across the operational environment of the entire mission portfolio. Good typing and note-taking skills, competency with Microsoft Office applications.

- **Teamwork/Interpersonal and Communication Skills (30%):** Strong communication skills (both written and oral and public speaking). Ability to organize/present complex analysis of highly specialized development-related technical information in concise and thorough manner both in written and oral form, and furnish information and advice in assigned areas with detachment and objectivity. Strong quantitative and analytical skills including statistics and data analysis for performance monitoring, measurement, and reporting as well as advanced reporting and data visualization skills.

- **Language Skills (10%):** Level IV (fluent knowledge) of English and Russian (reading, writing, and speaking). Minimum Level III (Good Working Knowledge) of written and oral Kazakh or other regional language skills are preferred.

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Packages should be received by **COB Friday, March 04, 2016** via e-mail: almaexo_hr@usaid.gov (preferred) or mail to the Executive Office (EXO)/Personnel, USAID/CA, 41, Kazibek Bi St., Almaty 050010, Kazakhstan. A copy of the Position Description is available in EXO/Personnel (tel.: (7-727) 2507612/17, ext. 6353).

USAID/CA reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.